



THE UNDER SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

MAR 16 2011

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Continuation of Operations in the Absence of Appropriations

On March 18, the current continuing resolution ends. If required action is not taken by Congress by that date, and approved by the President, we would experience an absence of appropriations and a government shutdown. The Administration expects a government shutdown will be averted. However, it is prudent at this time to undertake a routine update of our plans for government shutdown.

Attached is draft guidance for conducting a government shutdown in the Department of Defense (DoD). Please note that public discussion of this guidance is NOT authorized at this time. Nor should the guidance be shared with subordinate commands at this time. Within your command, distribution should be limited to those government employees who must have access in order to carry out the requests in this memorandum.

We ask that you and appropriate staff review this guidance carefully. Based on the guidance, please determine which activities within your command would be classified as "exempt activities". No later than Friday, March 18, 2011, please provide the following information to maryk.tompa@navy.mil:

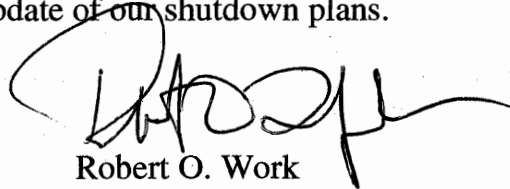
- A list of the types of major activities in your command that you judge would be exempt.
- A list of the major types of activities in your command that would be non-exempt.
- An estimate of the portion of your civilian workforce that support exempt activities.

In that same report, please also indicate that you have created a plan that would allow you to communicate the shutdown guidance quickly to all of your subordinate commands (communication should occur within one day of receipt of official guidance – note that the one day may be on a weekend). Your plan should also establish a team within your command that would answer the inevitable questions associated with a shutdown. Specific reporting guidance will be forthcoming in a budget guidance memorandum outlining the requirements to submit your information to a standard reporting website.

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If you have questions about this request, please contact Mary K. Tompa at (703) 695-1013.

Again, we believe that a government shutdown will be averted. We appreciate your assistance during this routine update of our shutdown plans.



Robert O. Work

Attachment:
As stated

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